



माधव प्रौद्योगिकी एवं विज्ञान संस्थान, ग्वालियर
MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR
Deemed to be University
(Declared under Distinct Category by Ministry of Education, Government of India)
NAAC ACCREDITED WITH A++ Grade
Gola Ka Mandir, Gwalior (M.P.)- 474005, INDIA
Ph.:+91-751-2409300, E-mail: director@mitsgwalior.in, Website: www.mitsgwalior.in



Cost of Tender Form: Rs 1000 +18% GST= Rs. 1180/- (Non-refundable)

S.No.

TENDER DOCUMENT

FOR

Procurement of Cleaning Items

Tender, 2025-2026

Pre Bid Meeting: - 22/12/2025 at 04:00 PM

Date/Time of Closing: 24/12/2025 at 02:00 PM

Bid Opening: 24/12/2025 at 03:00 PM

The tender documents contains pages 05 from page no.01 to 05

GENERAL TERMS AND CONDITIONS

1. Tender documents can be obtained against cash payment/DD of Rs. 1180 (**Rs 1000 +18% GST= Rs. 1180/-**) in favour of **"Vice Chancellor, MITS-DU self-finance"** payable at Gwalior (non-refundable) on or before 24.12.2025 up to **01:00 PM** from the Account office of MITS-DU during working days. The tender form can also be directly downloaded from the University website **www.mitsgwalior.in** and shall be enclosed with tender form fees of 1180/- in form of a D.D. in name of **"Vice Chancellor, MITS-DU self-finance"**, payable at Gwalior.
2. Earnest money amount of **Rs 5,000/-** deposit (EMD) is to be submitted directly as per item Head along with the completed tender form duly sealed in 1st envelop. The EMD shall be in the form of Demand Draft in favour of the **"Vice Chancellor, MITS-DU self-finance"** payable at Gwalior. The EMD of the successful bidder will be released after the expiry of the tender duration, on which no interest shall be payable.
3. Eligibility Criteria for applying for the tender:-
 - A. Firms/Agencies Registration Numbers
 - B. Valid PAN Card Number.
 - C. Valid GST Number (Applicable as per Govt. of India Norms).
 - D. Last three-year ITR /income Tax clearance certificate.
 - E. Proof of Past Satisfactory assignment of the same nature done in the reputed departments.
4. **Submission of completed tender:** Tender shall be submitted in two bid system.
 - (i) **All relevant documents pertaining to eligibility criteria along with signed tender document, DD of E.M.D., Receipt of Purchase the tender document from MITS-DU/ DD of Tender form Cost (if downloaded from institute website),** are to be kept in duly sealed **one envelope marked as Technical Bid**. *In case the 1st envelop is not annexed for eligibility criteria in the proper form as mentioned above in clause (3) and/or is without E.M.D. the envelop marked 2nd will not be opened at all and the same will be rejected and no representations shall be entertained in this regard.*
 - (ii) Second envelope duly sealed shall have **only financial bid marked as Financial Bid**. *In case of any mismatch in numbers, only the amount written in words shall be considered final. In the event of overwriting, crossing out, or corrections, the committee reserves the right to cancel the document.*
 - (iii) Both envelopes (sealed envelopes marked as 1st and 2nd) shall be superscripted and be kept into a duly sealed third envelope. Third envelope must be addressed to the Vice Chancellor, MITS-DU Gwalior and clearly written as "The tender document for....." (Name of tender).
5. The last date and time of submission of tenders is on 24.12.2025 upto **02:00 PM**.
6. Tenders will be opened on 24.12.2025 at **03:00 PM**. Technical bid will be opened at **03:00 PM** and the financial bid for the eligible renderers will be opened on the same day.
7. Validity of the rates will be up to one year and maybe extended another one year with mutual consent/Agreement.
8. Telegraphic/Fax/E-mail and conditional tenders shall not be accepted.
9. **Vice chancellor, MITS-DU, Gwalior**, reserves the right to accept or reject any or all tenders without assigning any reason thereof, **even the lowest tender does not necessarily qualify for the order**.
10. The rates should be **F.O.R. at site (University Premises)&** No extra charges on this account (for Octroi, VAT, sales tax and surcharge, etc) shall be payable to the suppliers.



11. For items that are to be used or installed temporarily, the responsibility of unloading at the University premises and loading from the University premises shall rest with the supplier, and no separate payment shall be made in this regard
12. Our University is exempted to pay excise duty.
13. The rates should include all material, labour charges, profit & relevant taxes including GST, if any.
14. The tenderers whose tender is accepted shall have to sign an agreement as per the format of University.
15. Any amount due or becoming due for the tender shall be recovered from their bills.
16. The competent authority reserves the right to increase or decrease the quantity of any item or cell during the period of contract. The tenderers will be bound to comply with the order of the competent authority without any claim and compensation.
17. The rate should be competitive and workable.
18. **Arbitration:**
 - (i) This has been mutually agreed between the MITS-DU and successful vendors that any dispute arising out of this agreement shall be referred for "Arbitration" to the Vice Chancellor, MITS-DU, Gwalior and his decision shall be binding on the vendor. The vendor shall not raise any question of competence of the Vice Chancellor, MITS-DU, Gwalior, to act as sole arbitrator.
 - (ii) During the pendency of the arbitration proceeding and currency of contract, the Contractor/ vendor shall not be entitled to suspend the work / service to which the dispute relates on account of the arbitration and payment to the contractor/ vendor shall continue to be made in terms of the contract. Arbitration proceedings will be held at Gwalior only.
 - (iii) The arbitration would be conducted and governed by and under the provisions of Arbitration Act. 1996. Any legal dispute will be subject to jurisdiction of civil court of Gwalior (MP) and no other court shall have the jurisdiction.
19. The Income Tax shall be deducted from the bills as per the rules.
20. The whole supply should be satisfactorily executed within stipulated time from the date of issue of order. Time extension will not be permitted.
21. The tenderers shall execute the work as per specification mentioned in the supply order.
22. The tenderer should satisfy himself regarding the magnitude of the supply and no claim on this account shall be entertained thereafter.
23. M.I.T.S-DU., Gwalior will have rights to check the sample before supply.
24. Payment will be made after the successful and satisfactory supply and installation/completion of the work.
25. The contractor/firm have to be completed the assigned works or part of work positively otherwise it will be treated as breach of the contract and deposited earnest money shall be forfeited.
26. The EMD of successful tenderers will be released only after Completion of Tender duration.
27. The University shall not be responsible for any loss or damage of materials or labor of any kind.
28. The final rates shall be indicated both in figures and in words, and in case of any discrepancy or ambiguity, the amount expressed in words shall prevail.


(Dean, Infrastructure & Development)

(Registrar)

I have studied the above general conditions of the contract and shall abide by them.

Seal & Signature of the Agency/Firm



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FINANCIAL BID

Cleaning Items

S.No.	Name of Item	Specifications	Unit	GST %	Rate With GST
1	Black Phenyl (500 ml)	Doctor/Equivalent			
2	Surf Powder -1 kg	Wheel/Jhalak/Vim			
3	Kitchen Duster	As per Sample			
4	Toilet Cleaner 500 ml	Harpic/ Equivalent			
5	Glass Cleaner 500 ml	Colin/Equivalent			
6	Black hit- 400 ML	As per Sample			
7	Baygon Spray-400 ml	As per Sample			
8	Room Freshner 220 ml	Godrej/Odonil/ Equivalent			
9	Floor duster Medium	As Per Sample			
10	Scotch brite - wipes	As Per Sample			
11	Yellow duster	As Per Sample			
12	Bath Soap- 100 gm	Dettol/ Equivalent			
13	Acid HCL(1150 Gvt.)	As Per Sample			
14	Floor Cleaning/Pochha(36*36)	As per sampel			
15	Cleanup floor wiper – Plastic -24"	Any Make			
16	Cleanup Kitchen wiper- Plastic	Any Make			
17	Cotton floor mop	As Per Sample			
18	Air Pocket	Godrej/Odonil/ Equivalent			
19	Broom Phool – (Super 350 gm)	As Per Sample			
20	Broom Seek – (350 gm)	As Per Sample			
21	Sweeper Broom (900 gm)	As Per Sample			
22	Naphthalene ball – 100 gm	As Per Sample			
23	Urinal Screen mat	As Per Sample			
24	Urinal cubes	As Per Sample			
25	Liquid Hand Wash -300 ml	Dettol/ Equivalent			
26	Dustpan	As Per Sample			
27	Toilet brush	As Per Sample			
28	Hand gloves	As Per Sample			
29	Floor cleaner	Lizol/ Equivalent			
30	Liquid hand shop refill	Dettol/ Equivalent			
31	Choking Pump-(Rubber Round)	As per Sample			
32	Cobweb Brush	As per Sample			
33	Plastic Mug 01 Ltr.	As per Sample			
34	Plastic Bucket 20 Ltr.	As per Sample			
35	Dustbin 10 ltr.- Simple	As per Sample			
36	Dustbin 15 ltr.- Paddle	As per Sample			
37	Dustbin 60 ltr.- Paddle	As per Sample			
38	Phenyl- 500 ml	Doctor /Equivalent			
39	Baans Laathi 06 feet	As per Sample			
40	Broom Seek Bundale (50 kg)	As per Sample			

41	Bans Kadibundal 50 kg.	As per Sample			
42	Dry mop cotton 24"	As per Sample			
43	White floor cleaner 01 ltr.	As per Sample			
44	Bathroom cleaner	As per Sample			
45	Toilet cleaner loose	As per Sample			
46	Tiles cleaner loose	As per Sample			
47	Tiles cleaner – (500 ml)	As per Sample			
48	Kala bhoot – (500 ml)	As per Sample			
49	Brasso Metal polish 500 ml	Any Make			
50	Paper roll (tissue Roll)	Any Make			
51	Hypo Chlorite Liquid (500 ml)	Any Make			
52	Hand Sanitizer 05 Ltr. Can	Any Make			
53	Hand Sanitizer 50 ml	Any Make			
54	Urinal silicon ped	Any Make			

Note: Wherever the make of item is mentioned, the equivalent of make of items shall also be considered.

Seal & Signature of the Agency/Firm

Name